



CITY OF HOUSTON

Job Posting

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| 1 | Applications accepted from: | ALL PERSONS INTERESTED |
| 2 | Job Classification | AFFIRMATIVE ACTION SPECIALIST |
| 3 | Posting Number | PN# 113145 |
| 4 | Department | Mayor's Office |
| 5 | Division | Affirmative Action and Contract Compliance |
| 6 | Section | Training, EEO, and ADA Compliance |
| 7 | Reporting Location | 611 Walker, 7th floor * |
| 8 | Workdays & Hours | Varied, normally M-F* |
| | | *Subject to change |
| 9 | <u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Assists in the coordination and administration of EEO and S/MW/D/PDBE training programs. Produces Division's newsletter and other publications. Assists in monitoring of City departments to ensure on-going compliance with Equal Employment Opportunity and Affirmative Action Programs (EEO/AAP). Prepares correspondence and reports, including periodic EEO Affirmative Action Program reports, as required; and works on special projects as assigned. Reviews various sources of EEO/AAP regulation information and provides interpretation updates on a continuing basis. | |
| 10 | <u>WORKING CONDITIONS</u> Performing these duties will involve driving to job sites, meetings, training, or events and dealing with people in stressful situations. | |
| 11 | <u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical, or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline would normally be obtained through a formal 4-year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed. | |
| 12 | <u>MINIMUM EXPERIENCE REQUIREMENTS</u> One year of experience is required. | |
| 13 | <u>MINIMUM LICENSE REQUIREMENTS</u> Valid Class C Texas driver's license and compliance with City's policy on driving. | |
| 14 | <u>PREFERENCES</u> Training experience, strong computer skills, newsletter editing, and production are a plus. | |
| 15 | <u>SELECTION/SKILLS TESTS REQUIRED</u> N/A | |
| 16 | <u>SAFETY IMPACT POSITION</u> Yes If yes, this position is subject to random drug testing and any person selected for this position must successfully pass a drug test before appointment. | |
| 17 | <u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 20 \$1,151- \$1,643 Biweekly \$29,926 - \$42,718 Annually</div> | |
| 18 | <u>OPENING DATE</u> | September 13, 2006 |
| 19 | <u>CLOSING DATE</u> | October 3, 2006 |
| 20 | <u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. The Human Resources TDD phone number is (713) 759-0838. | |
| | An equal opportunity employer | |